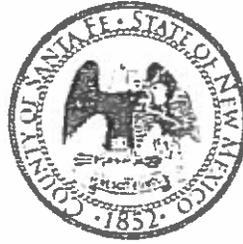


**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Carole Jaramillo, Finance Director

**Thru:** David Sperling, Fire Chief *TMS*  
Pablo Sedillo, Public Safety Director *CI*  
Katherine Miller, County Manager *DP*  
*[Handwritten signature]*

**Date:** August 18, 2016

**Re:** Resolution No. 2016 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) to Budget the 2017 YCC Grant Award for the County Fire Department / \$149,103 (Finance Division / Carole Jaramillo)

### ISSUE:

Requesting BCC approval to budget \$149,103 for the 2017 YCC Grant awarded through NM State ENMRD and the Youth Conservation Corps Commission.

### BACKGROUND:

The Youth Conservation Corps Commission Grant (YCC) is utilized to employ up to ten youth ages 18-25 and to provide training in natural resources such as forest management, fire ecology, and watershed health for a period of six months. Project work will consist of hazard fuel reduction projects located in Santa Fe County aimed at reducing risk of wildland fire and improving forest health. These projects are tied directly to the Santa Fe County Community Wildfire Protection Plan (CWPP) which was adopted in 2008. This crew will also be available to fight wildland fires.

**RECOMMENDATION:**

Please approve this request for a budget increase to the 2017 YCC Grant Fund (244) in the amount of \$149,103.

# SANTA FE COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on September 13, 2016, did request the following budget adjustment:

Department / Division: Fire Department Fund Name: YCC Grant Fund (244)  
 Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0884	371	19-00	YCC Grant/State	149,103	
TOTAL (if SUBTOTAL, check here )					149,103	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0884	422	10-24	Salaries & Wages/Temp Employees	116,848	
244	0884	422	20-01	Employee Benefits/FICA Regular	7,845	
244	0884	422	20-02	Employee Benefits/FICA Medicare	1,835	
244	0884	422	20-08	Employee Benefits/Workers Comp	101	
244	0884	422	60-02	Supplies/Safety Supplies	9,015	
244	0884	422	60-07	Supplies/Operational Supplies	8,959	
244	0884	422	80-99	Capital Purchases/Inventory Exempt	500	
TOTAL (if SUBTOTAL, check here )					149,103	

Requesting Department Approval: *Allyson Lewis* Title: Chief Date: 8.19.16  
 Finance Department Approval: Don Morgan Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**  
**RESOLUTION 2016 - \_\_\_\_\_**

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the YCC Grant Fund (244) to budget a grant award in the amount of \$149,103 to be utilized to employ local youth ages 18-25 and provide training in natural resources such as forest management, fire ecology, and watershed health for a period of six months. The grant match will be an "In Kind" match utilizing the Wildland Captain's salary and benefits, in house training, and fire department vehicles and equipment.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
10-24	Hire 10 to 12 Youth for Wildland Hand Crew	Temporary	Forestry Technician

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-99	Chain Saw	500

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2016 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.  
NM State Energy, Minerals and Natural Resources Department - Youth Conservation Corps (YCC) Grant
  - c) Is this request a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request. The match requirement will be met by an "in kind" match to include trainings, vehicles and equipment currently utilized by the SFCFD Wildland division as well as the salary and benefits of the Wildland Captain's position which is all funded by the 244-0801-421 Fire Administration budget.

**SANTA FE COUNTY**  
**RESOLUTION 2016 - \_\_\_\_\_**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 13th Day of September, 2016.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Miguel Chavez, Chair

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk



# Youth Conservation Corps Commission



Susana Martinez  
Governor

August 10, 2016

Mike Feulner  
County of Santa Fe  
35 Camino Justicia  
Santa Fe, NM 87508

Wanda R. Bowman  
Chair

Vacant  
Vice-Chair

Wendy Kent  
Executive Director

Email: [mfeulner@santafecountynm.gov](mailto:mfeulner@santafecountynm.gov)

Dear Mike:

Enclosed is the signed Service Agreement (SA) #17-522-0150-17-522-0150-0014 between the Youth Conservation Corps Commission (YCC) and the County of Santa Fe. Please review the agreement, and keep a copy in your files. This is your letter to proceed. As of now, all purchases made for the project that has been agreed on, will be reimbursed. Your project is a seasonal project starting when the first YCC member begins work and can be no longer than six months or the last YCC member's last day of work, whichever comes first. The SA will expire on June 30, 2017 and the amount of your funding is \$149,103.57.

Contractors are required to submit a reimbursement at least once a month including in-kind expenditures. It is important for the YCC office to track your expenditures so that we can have a good estimate of what YCC's budget balance is.

By the end of the project, the in-kind contribution of \$51,866.08 must at least be met. If not, the final reimbursement will be held until all in-kind contributions are reported.

We will email you Attachments 2, 3, 4 and 5 (in Excel). Your organization must use the YCC web-based reporting system (available at <http://www.emnrd.state.nm.us/YCC>) for all reporting requirements.

Sincerely,

Wendy Kent, Executive Director

Enclosure: 2

PS. Please do not use staples when submitting reimbursements.

Commission:

Aubrey Dunn, State Land  
Commissioner

Hanna Skandera,  
Cabinet Secretary-  
Public Education  
Department

David Martin,  
Cabinet Secretary  
Energy, Minerals & Natural  
Resources Department

Maria Jacobson,  
Cabinet Secretary  
Children, Youth & Families  
Department

Public Member(s):

Wanda R. Bowman

Ana Mangino

Cindy Lovato-Farmer

Sharon Hickey

Andrew Frederick

STATE OF NEW MEXICO  
SERVICES AGREEMENT

THIS AGREEMENT (Agreement) is made and entered into by and between the State of New Mexico, Youth Conservation Corps Commission (YCCC), and County of Santa Fe herein after referred to as the "Contractor."

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. Scope of Work

A. Plan, design, establish, and manage a Youth Conservation Corps Project (the Project) including recruiting, guiding and coordinating the work of Corps members and providing them with job and life skills training and educational opportunities in accordance with the NMYCC Act and the Sponsor Proposal, see Attachment 1 attached hereto and incorporated by reference. The Project shall be considered a seasonal Project and be no longer than six months. The Project shall begin when the first Corps member begins work and shall end when the last Corps member is released from employment or in six months, whichever date is earlier.

B. YCCC may allow minor changes in the project, budget or in-kind sponsor contribution (including, but not limited to, transfer of funds from one line item to another, replacing a work project from the scope of work with an alternative project, change in sponsor contribution amounts, or changes in materials provided) without requiring an Amendment to this Agreement, provided that Contractor requests such changes in writing and the YCCC or its Executive Director approve the request in writing. Decreases in the portion of the project's budget or the in-kind sponsor contribution designated as wages for YCCC members shall not be allowed without a written Amendment to this Agreement.

C. Contractor shall make requests for reimbursement on the Request for Reimbursement Form, see Attachment 2 attached hereto and incorporated by reference, and must submit a written Project Status Report (Attachment 6) with each reimbursement request. Contractor shall use the YCCC web-based reporting system (available at <https://www.emnrd.state.nm.us/YCC>) throughout this Agreement's duration. Contractor shall provide an in-kind sponsor contribution as specified in Attachment 1.

D. Contractor must contribute the amounts specified in Attachment 1, unless Contractor is unable to contribute these amounts because of unforeseen circumstances and obtains written approval for a lesser or prorated amount from the Executive Director. Contractor shall outline Contractor's contribution on the In-Kind Sponsor Match Form/Forms, see Attachment 3 attached hereto and incorporated by reference and In-Kind Reporting Tables, see Attachment 5 attached hereto and incorporated by reference, outlining Contractor's contribution and submit with proper back-up documentation with each request for reimbursement and prior to the submittal of the Final Request for Reimbursement. YCCC shall not process Final Request for Reimbursement until Contractor submits In-Kind Sponsor Contribution Form/Forms.

E. Contractor shall not begin the Project until Contractor provides YCCC with proof that it has obtained permission from all land owners or managers where the Project shall take place, proof that workers compensation and general liability insurance policies are in place for the duration of the project, the Contractor's Proposal has been completely and accurately entered into the YCCC Web Based Proposal and the YCC Executive Director issues a letter to proceed.

F. Contractor shall hire Corps members who shall be considered employees of Contractor for the duration of the Project, and monitor all Corps members and Project activities to ensure compliance

with the Project specifications described in Section 1, Scope of Work, Subparagraph A, Contractor shall provide supervision of Corps members while on the Project work site, including substitutes, if crew leaders are absent, and ensure the Project work site meets all applicable state and federal health and safety standards and all state and federal labor laws. Contractor shall purchase and provide all tools and materials necessary for implementation of the Project as described in Attachment 1.

G. Contractor shall submit a request for reimbursement, at a minimum, every thirty days starting from the first day a Corps member begins work. Contractor shall prepare and submit requests for final reimbursement within 45 days after completion of the Project. NOTE: THE YCC PROJECT ENDS WHEN THE LAST CORPS MEMBER IS RELEASED FROM EMPLOYMENT. Contractor must: 1) submit final Project reports and final budget reports with the final request for reimbursement; 2) prepare and submit in a timely manner any other information related to the Project as requested by YCCC or its Executive Director; and 3) prepare and submit Corps member work performance evaluations and Corps member survey forms at the end of a Corps member's service via the web-based reporting system.

## 2. Payment Provisions

A. YCCC shall pay Contractor for services satisfactorily performed pursuant to the Scope of Work in an amount not to exceed one hundred forty nine thousand one hundred three dollars and fifty seven cents (\$149,103.57), including New Mexico gross receipts taxes, if any, and any travel, pursuant to Paragraph B of this Compensation Section. YCCC shall make payment upon the satisfactory and timely completion of the work described above in the Scope of Work and Attachment 1. This amount is a maximum and not a guarantee that the work assigned to Contractor under this Agreement to be performed shall equal the amount stated herein. The parties do not intend for Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying YCCC when the services provided under this Agreement reach the total compensation amount. In no event shall Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided. Reimbursement shall be consistent with the budget outlined in Attachment 1. YCCC MUST receive all invoices no later than 7 days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date SHALL NOT BE PAID.

Payment in fiscal year 2017 is subject to availability of funds pursuant to Section 11, Appropriations, set forth below and to any negotiations between the parties from year to year pursuant to the Scope of Work and to approval by DFA.

B. YCCC shall pay such travel expenses as may be incurred in, and that are necessary for, the performance of this Agreement at the rates established in the New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1 *et seq.*, as implemented by the current Department of Finance and Administration (DFA) rule and the current YCCC Travel Policy. Contractor must use the Vehicle Usage Form, see Attachment 4 attached hereto and incorporated by reference, to request reimbursement of travel expenses, if applicable.

C. Contractor shall be responsible for paying New Mexico Gross Receipts taxes, if any, levied on amounts payable under this Agreement.

D. Contractor must submit detailed statements accounting for all services performed, goods obtained, and expenses incurred. Vouchers must be supported by approved purchase order or equivalent document and invoice by the supplier, evidencing the propriety of each claim for payment. Wage amounts charged shall be based upon payrolls maintained by Contractor and must be supported by time and attendance sheets. If YCCC finds that the statement, services, goods, or expenses are not acceptable,

within 30 days after the date of receipt of (i) written notice from Contractor that payment is requested, and (ii) all supporting documentation, YCCC shall provide Contractor a letter of exception explaining the defect or objection to the statement, services, goods, or expenses, and outlining steps Contractor may take to provide remedial action. Upon YCCC's certification that the statement, supporting documentation, services, goods, or expenses have been received and accepted, YCCC shall tender payment to Contractor within 30 days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, YCCC shall not incur late charges, interest, or penalties, for failure to make payment within the time specified herein.

3. Term

This Agreement becomes effective when executed by an authorized representative of Contractor and of YCCC and when DFA encumbers funds for this Agreement. It shall terminate on June 30, 2017, unless earlier terminated pursuant to Section 4, Termination, or Section 12, Appropriations, below.

4. Termination

A. Grounds. The YCCC may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the YCCC's uncured, material breach of this Agreement.

B. Notice; YCCC Opportunity to Cure

1) Except as otherwise provided in Sections 7.A and 17, the YCCC shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give YCCC written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the YCCC's material breaches of this Agreement upon which the termination is based and (ii) state what the YCCC must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the YCCC does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the YCCC does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the YCCC; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Section 12, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the YCCC's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE YCCC'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Any non-expendable personal property or equipment procured under this Agreement shall be used and disposed of in accordance with YCCC policy.

5. Amendment

This Agreement shall not be altered, changed, or amended except by written instrument executed and approved by the parties hereto.

6. Status of Contractor

The Contractor, and Contractor's agents and employees, are independent contractors for the YCCC and are not employees of the State of New Mexico. The Contractor, and Contractor's agents and employees, shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are personally reportable by it for income tax purposes as self-employment or business income and are reportable for self-employment tax.

7. Assignment

Contractor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

8. Subcontracting

Contractor shall not subcontract any portion of the services to be performed under this Agreement or obligate itself in any manner to any third party, with respect to any rights or responsibilities under this Agreement, without YCCC's prior written approval. YCCC may disallow costs incurred by the Contractor in relation to a subcontract if Contractor does not obtain prior written approval.

9. Non-Collusion

In signing this Agreement, the Contractor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the YCCC.

10. Inspection of Project Location(s) and Personnel Records

The YCCC may inspect, at any reasonable time, during Contractor's regular business hours and upon prior written notice project locations as outlined in Attachment 1 and records related to the hiring and employment of YCC members which is related to the performance of this Agreement.

11. Records of Audit

During the term of this Agreement and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered. These records shall be subject to inspection by the YCCC, the State Auditor and other appropriate state and federal authorities. YCCC shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of YCCC to recover excessive or illegal payments.

12. Appropriations

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the legislature, this Agreement shall terminate upon written notice being given by the YCCC to the Contractor. The YCCC's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the YCCC proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

13. Release

The Contractor, upon final payment of the amount due under this Agreement, releases the YCCC, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the State of New Mexico, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

14. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval by YCCC.

15. Conflict of Interest

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any YCCC employee while such employee was or is employed by the YCCC and participating directly or indirectly in the YCCC's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the

preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the YCCC's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the YCCC.

C. Contractor's representations and warranties in Paragraphs A and B of this Section 15 are material representations of fact upon which the YCCC relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the YCCC if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Section 15 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Section 15 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the YCCC and notwithstanding anything in the Agreement to the contrary, the YCCC may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Section.

#### 16. Approval of Contractor Representatives

YCCC reserves the right to require a change in Contractor representatives if the assigned representatives are not, in the opinion of the YCCC, serving the needs of the State of New Mexico adequately.

#### 17. Scope of Agreement

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior Agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

#### 18. Notice

The Procurement Code, NMSA 1978, §§ 13-1-28 through 13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

19. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, and executive orders of the Governor of the State of New Mexico, the Contractor agrees to assure that no person in the United States shall on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

20. Liability

The parties to this Agreement are governmental entities subject to the provisions of the New Mexico Tort Claims Act, § 41-4-1, NMSA 1978, as amended. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with performance under this Agreement, subject to the limitations and immunities of the New Mexico Tort Claims Act.

21. Applicable Law

This Agreement shall be governed by the laws of the State of New Mexico.

22. Incorporation by Reference and Precedence

A. This Agreement is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any YCCC response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

B. In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Agreement in reverse chronological order; (2) the Agreement, including the scope of work; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; and (4) the contractors response to the request for proposals.

23. Insurance Coverage:

Contractor shall provide YCCC a statement indicating that the activities described in the Scope of Work are covered by insurance as set forth below, secured in accordance with any method allowed by applicable law, including self-insurance, pooling of self-inured reserves or insurance provided by a third party, prior to commencing work under this Agreement and in no case later than 15 days after this Agreement's execution. Contractor shall maintain continuous coverage of the activities described in the Scope of Work, so long as this Agreement is in effect. Failure to maintain such coverage is reason for immediate termination of this Agreement. Contractor shall notify YCCC prior to cancellation or expiration of any insurance required under this Agreement.

A. Worker's Compensation protection that complies with the requirements of the New

Mexico Worker's Compensation Act, NMSA 1978, §§ 52-1-1, *et seq.*, if applicable. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, YCCC may terminate this Agreement.

B. Comprehensive public liability protection covering property damage and personal injury liability that may arise under this Agreement and any amendments hereto, in amounts equal or greater than liability limits set forth in NMSA 1978, § 41-4-19, as it may be amended from time to time.

24. Impracticality of Performance

A party shall be excused from performance under this Agreement for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

25. Invalid Term or Condition

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

26. Enforcement of Agreement

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

27. Notification

Either party may give written notice to the other party in accordance with the terms of this Section 27. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To YCCC: Wendy Kent, Executive Director

Office address: Youth Conservation Corps  
811 St. Michaels, Ste. 104  
Santa Fe, NM 87505

(for express carrier  
and hand deliveries)

(505) 690-1831 (voice)  
(505)988-7313 (fax)  
Wendy.Kent@state.nm.us

To Contractor: County of Santa Fe  
35 Camino Justicia  
Santa Fe, NM 87508  
mfeulner@santafecountynm.gov  
505-995-6527

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Section 27. The carrier for mail delivery and notices shall be the agent of the sender.

28. Acknowledgement.

Contractor shall acknowledge YCCC as a co-sponsor and funding source in all news releases, programs, proceedings, and related publicity/publications for the Project.

[This space intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of execution  
by:

STATE OF NEW MEXICO, YOUTH CONSERVATION CORPS COMMISSION

By: Wendal Bauman  
Chair or Designee

Date: July 19-2016

COUNTY OF SANTA FE

By: [Signature]  
Authorized Representative Signature

Date: 6-24-16

TOLY FLORES DEPUTY COUNTY MANAGER  
Printed Name and Title

Approved as to form  
Santa Fe County Attorney  
By: [Signature]  
Date: 6-21-16

Cecilia Juarez  
6/21/16



ATTACHMENT 1



# YCC Request for Proposal



Copies of signed Documents

## APPENDIX H

### STATEMENT OF ASSURANCES

- A. It desires to enter into a contract known as a Services Agreement or Governmental Services Agreement, describing the project and post-project responsibilities of the Offeror and of the YCC Commission, no part of which contract the Offeror shall be permitted to change without the YCC Commission's written consent in the form of a contract amendment.
- B. It understands that the contract and any amendments thereto, along with the claims and assurances contained in this proposal, will be binding in all respects.
- C. It shall abide by all applicable federal and state laws relating to the project or to the contract, including all applicable child labor laws and shall not allow Corps members to participate in removal or cleanup of any toxic or hazardous waste or toxic or hazardous waste site.
- D. It understands that the contract period shall extend from the date of contract approval by the New Mexico Department of Finance and Administration (DFA), if applicable, or YCC Commission signature, if applicable, or date of encumbrance of funds by DFA to pay for the project, whichever date is later.
- E. It shall employ qualified staff and provide adequate supplies, materials, and equipment to ensure successful project completion.
- F. Projects shall not duplicate the routine services or functions of the sponsor and will be consistent with the purposes of the New Mexico Youth Conservation Corps Act.
- G. Funds received by the successful Offeror from the Commission through any contract issued pursuant to this proposal shall be used to accomplish projects that otherwise would not be accomplished with existing funds.
- H. It owns or leases all of the equipment and structures that will be required for project implementation, maintenance, and monitoring, except the equipment or structures that it will purchase during the project as explained in the project budget summary or has the property owner's written permission for the Project and Corps members to be on the property.
- I. It understands that the YCC Commission or its designee shall monitor the Offeror's compliance with the contract terms.
- J. It understands that the YCC Commission shall make payments under the contract on a reimbursable basis and only for allowable, documented, and YCC Commission-approved project expenses that have been incurred or obligated during the project time period.
- K. It shall not discriminate against any employee or Corps members, or Offeror because of the individual's race, color, religion, ancestry, sex, national origin, sexual orientation, gender identity, handicap, or disability.
- L. The Project's implementation shall not displace or partially displace currently employed workers, nor shall it terminate, lay off, or reduce the working hours of any employee in order to use a Corps members to perform the employee's duties.
- M. Projects shall be completed in six months or less.

Signature: 	Printed Name: Dave Sperling
Title: Fire chief	Date: 8.6.15

**MUST BE SIGNED AND DATED BY OFFEROR'S OFFICIAL REPRESENTATIVE**

Miguel Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Commissioner, District 4  
Liz Stefanics  
Commissioner, District 5  
Katherine Miller  
County Manager

## Narrative

The goal of SFCFD is to prepare young men and women for their future careers. We instill discipline, confidence, and respect for themselves, and others. Through team work and training on a daily basis. Learning to work with others in difficult situations they may encounter while on a fire or project site. SFCFD will hire ten individuals to fill a ten person hand crew available for forest thinning projects in Santa Fe County. This crew will also be available for deployment to wildland fires, and support search and rescue operations in and out of the county. Each member of the crew will receive basic wildland firefighter, and power saw operations training. All members of the crew will be qualified as wildland firefighters. After initial training, the crew will consist of ten members to include two leads. Two permanent SFCFD firefighters will supervise the crew in all aspects of daily operations. The wildland coordinator for SFCFD will administrate the project. Transportation will be provided by SFCFD. Project work will consist of hazardous fuel reduction located across Santa Fe County. Projects will be aimed at reducing risk of wildland fire, and improving forest health. Each crew member will receive basic GPS training to map out project areas to be used in the monitoring plan to track changes over time. These projects are tied directly to Santa Fe County Community wildfire protection Plan (CWPP) which was adopted in 2008. The crews tasks will address the concerns, and implement some of the recomunendations outlined in the CWPP. The objectives include: 1) Thin small diameter trees that exacerbate fire risk; 2) Create fire breaks between private homeowners, and public lands; 3) chip, and mulch biomass on treatment sites for use as erosion control; 4) Train crew members on wildland fire science; 5) monitor changes over time in each treatment.

YCC Certification Statement Form for Multiple Work Locations  
(Each property owner must use a separate form.)

NAME OF PROPERTY OWNER: \_\_\_\_\_ Santa Fe county \_\_\_\_\_

I/We certify that the applicant has permission to perform the work described in this application and at the WORK LOCATIONS as described below.

By signing this form I certify that I have the authority to represent the person or organization who owns this/these locations (s): \_\_\_\_\_

Date: 8.6.15

WORK LOCATION(S) in Section 2, Work Description Table(s) is/are:

Work Location #: 1 Respond to wildland fires and other emergencies in the county, and possibly statewide.

Task 1. Provide corps members with the required firefighting courses to qualify them to fight wildland fire. These classes include; S130 /190 basic wildland firefighting, I-100 incident command system, L180 leadership, and s212 power saws for wildland firefighting. Task 2. Administer the work capacity test (WCT) to potential corps members. Corps members serving on the crew must successfully pass the National Wildland Coordinating Group WCT. 3. Issue Red Cards. A red card documents that an individual has taken the basic wildland firefighting courses, and the WCT. Upon successful completion, the individual is qualified to serve on a wildland firefighting crew.

#### 4. Mandatory Specification

### OFFEROR INFORMATION

Qualifications of Offeror (Organization/Grantee), Project Coordinator, and others who are directly responsible for managing the Project.

Name of Offeror: Santa Fe County fire department

Address: 35 Camino Justicia Santa Fe NM, 87508

Phone #:505-995-6527

Fax: 505-992-3065

Email: mfeulner@santafecountynm.gov

Non-Profit # (if applicable):

(Include IRS letter supporting claim of non-profit status directly after this page.)

State Tax ID #: 85-6000073

Federal Tax ID #:85-6000073

### PROJECT COORDINATOR

(Individual responsible for overseeing Project on a day to day basis)

Name: Dave Sperling

Address: 35 Camino Justicia. Santa Fe NM, 87508

Phone #:505-992-3076

Fax: 505-992-3065

Email: dsperling@santafecountynm.gov

### FISCAL OFFICER

(Individual responsible for compiling and submitting reimbursement requests)

Name: Mike Feulner

Address: 14 fireplace Rd. Santa Fe NM, 87508

Phone #:505-995-6527

Fax:505-992-3065

Email: mfeulner@santafecountynm.gov

## PROJECT DETAILS

Number of Youth Employed: 10

Project Start Date: April, 11, 2016

Project End Date: October 6, 2016

Summer Project (June, July, and August):

Seasonal Project (no more than 26 weeks in length):

County(s): Santa Fe county

NM House District(s):

NM Senate District(s):

## WORK PLAN COMPLIANCE

**YCC PROJECT SUMMARY;** This is Offeror's opportunity to take advantage of summarizing your project. Include what you feel will be the overall accomplishments of this project. (Maximum characters is 2000)

Project Name or Title: Santa Fe county Fire department

Ages of Youth to be employed during project (must be between the ages of 14 to 25); 18-25

# of Youth Employed: 10

Explain procedure for hiring Corps members: Provide a short narrative describing the Project (maximum of 2000 characters): Corps members will go through an application process with Santa Fe county. Each applicant will go through a panel interview. Once final selections are made, corps members will go through basic wildland firefighting classes, including an S-212 chainsaw class. Corps members will be working on hazardous fuel reduction projects. Under the supervision of county employees, Corps members will be removing the invasive species and unwanted trees with a chainsaw, and wood chipper.

### Work Project Descriptions

(Describe each Work Project. If the Offeror does not own the property where a work Project takes place, the property owner must sign a Certification Statement Form found after the Work Project Table or the Certification Statement Forms for Multiple Project Locations also found after the Work Project Table. (Maximum of 800 characters) To add Work Projects. copy and paste the list below until all Work Projects have been added.

YCC Certification Statement Form for Multiple Work Locations  
(Each property owner must use a separate form.)

NAME OF PROPERTY OWNER: \_\_\_\_\_ Santa Fe county \_\_\_\_\_

I/We certify that the applicant has permission to perform the work described in this application and at the WORK LOCATIONS as described below.

By signing this form I certify that I have the authority to represent the person or organization who owns this/these locations (s): \_\_\_\_\_

Date: 8.6.15

WORK LOCATION(S) in Section 2, Work Description Table(s) is/are:

Work Location #: 1 Respond to wildland fires and other emergencies in the county, and possibly statewide.

Task 1. Provide corps members with the required firefighting courses to qualify them to fight wildland fire. These classes include; S130 /190 basic wildland firefighting, I-100 incident command system, L180 leadership, and s212 power saws for wildland firefighting. Task 2. Administer the work capacity test (WCT) to potential corps members. Corps members serving on the crew must successfully pass the National Wildland Coordinating Group WCT. 3. Issue Red Cards. A red card documents that an individual has taken the basic wildland firefighting courses, and the WCT. Upon successful completion, the individual is qualified to serve on a wildland firefighting crew.

**Certification Statement Form for Multiple Work Locations**

NAME OF PERSON OR ORGANIZATION: \_\_\_\_\_ Santa Fe county

I/We certify that the applicant has permission to perform the work described in this application and which is managed by the name of the person or organization above.

By signing this form I certify that I have the authority to represent the person or organization who manages this/these location(s): \_\_\_\_\_

The WORK LOCATIONS in Section 2 are:

WORK LOCATION #2\_\_ Little Tesuque \_\_\_\_\_

Task 1:

This is an on-going project with open space in the county. Task 2) Thin small diameter trees to 50-100 trees per acre. Due to the steep terrain, hand crews and chainsaw's will be utilized in this area. We will seek to promote biodiversity in size, age, and species of trees. Standing dead trees will be left for habitat. Ladder fuels and clusters of brush under trees will be removed. Task 3) Fuel breaks along the Santa Fe ski basin road, and along the southern border (Which borders a WUI community) will be cut. This area due to its steep terrain, and proximity to the Santa Fe watershed, and large parcel homes is a magnet for illegal camp burns, and hikers breaking their own trails creating damage.

WORK LOCATION #3\_\_ 87 frontage road Edgewood \_\_\_\_\_

Task 1:

Thin small diameter trees to promote a healthier forest, crown separation, and reduce the large amount of fuel loading in the open space. This area is located in a WUI (wildland Urban interface). This project is in a area for high potential of a wind driven crown fire and ember production due to density, and location. Reducing the fuel load and opening of the canopy will help in the event of a fire with fire behavior.

WORK LOCATION #4\_\_ Ortiz Mountain open space \_\_\_\_\_

Task 1:

working with Santa Fe county open space division to clear and maintain trails. Remove trees for forest health, and heavy fuel loading as needed.

WORK LOCATION #5\_\_ Los Caminitos wilderness \_\_\_\_\_

Task 1: This will be an on-going project with open space in the county. Task 2. Thin small diameter trees to 50-100 trees per acre. Due to the steep terrain, hand crews with chainsaw's will be utilized in this area. We will seek to promote biodiversity in size, age, and species of trees. Standing dead trees will be left for habitat. Ladder fuels, and clusters of brush under trees will be removed. Task 3. Create fuel breaks along the borders of Los Caminitos sub division (which is considered a WUI community).

WORK LOCATION #6\_\_ Arroyo Hondo trail \_\_\_\_\_

Task 1: Work with open space to clear down and dead invasive trees, and brush along a riparian section of the site. Improve the health, appearance, and over all well-being of the forest while reducing the risk of catastrophic wildfire.

WORK LOCATION #7\_ La Bajada Ranch, Canada De Santa Fe Rd\_

Task 1: This will be an on-going project with Santa Fe county open space in the county. Task 2. Thin small diameter trees to 50-100 trees per acre. Due to the steep terrain, hand crews, and chainsaws will be utilized in this area. We will seek to promote biodiversity in size, age, and species of trees. Standing dead trees will be left for habitat. Ladder fuels and clusters of rush under trees will be removed. Task 3. Create fuel breaks along borders (which borders a WUI community) will be cut.

WORK LOCATION #8\_ Los Potreros \_\_\_\_\_

Task 1: Work with open space to clear down, and dead invasive trees, and brush along a riparian section of the project site. Improve the health, and appearance of the area, and reduce risk of catastrophic wildfire.

WORK LOCATION #9 San Pedro area

SFCFD will have two additional work sites in the event other sites are completed or are unavailable. Task 1. County open space has plans to build a new trail head in the San Pedro area. The work would be to begin clearing for parking, and thinning of the 140 acres for hazardous fuels, and trail construction. This trail head would tie in to a future trail on BLM land that is adjacent to the county property. Task 2. State Trust land that SFCFD has been working on for a number of years to reduce hazardous fuels. This site is located at the end of Verbena Road, Off state Hwy 344, San Pedro.

**Certification Statement Form for Educational Provider**  
**Educational Class/On-the-Job Training**

If the applicant has indicated that Corps members will receive license/credit hours for participating in this YCC project, this form shall be filled out by the Educational Institution from which the Corps member(s) will receive the credit hours.

This educational institution certifies that the Corps member(s) will be provided the opportunity to earn credit hours if the Corps member(s) fulfill(s) the requirements as set forth by the Educational Institution.



# EDUCATION

Educational class/ On the job training #1 NWCG S-130/190

This course sets the foundational skills universal to all wildland firefighters. The material is broken down into twelve modules and mandatory instructor led field day exercise. Each module explains the concepts and skills that will be performed and evaluated on the field day.

Educational class/ On the job training #2 NWCG L-180

Presentation of this course involves a few short lecture segments, but primary content is delivered by video , and supported with small group exercises. Topics include: situational awareness, basic communication responsibility, stress barriers, and decision making processes, and teamwork principles.

Educational class/ on the job training #3 IS-700

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Educational class/ On the job training #4 NWCG S-212

This course is a combined classroom/field exercise format, providing skill training for work as a power saw operator on wildfires. Cutting techniques, and procedures presented are of uniform applicability in the United States. Significant brush/tree species differences are addressed as necessary, and local and regional species are stressed.

Educational class/ on the job training #5 First aide/ CPR

Basic first aid and CPR techniques. Learning about patient packaging, loading, and moving of patients with the stokes litter in the wilderness areas.

Educational class/ on the job training #6 CEVO 3 Emergency vehicle operator 3, fire

Safe driving for the fire service, defensive driving course for fire personnel.

Educational/ on the job training #7 rope rescue awareness/operation, low angle

Learn basic skills of Ripe rescue on low angle incidents. Crew members will be instructed on basic knots, anchoring systems, mechanical advantage, loading and securing of individual(s) in rescue incident. Instilling safe practices and common terminology for crew members while operating on an incident. Training scenarios will occur throughout the grant period.

Educational class/ on the job training #8 Search and rescue training.

Crew members will have an opportunity for instruction and study for search and rescue field certification through state of New Mexico public safety. Members will proceed through the study guide, and will have guest speakers/ instructors from the state, to prepare them for the certification.

Educational class/ on the job training #9 Fema I-100

ICS 100, introduction to the incident command system (ICS), introduces the ICS and provides the foundation for higher levels of ICs training. The Course describes the History, features and principals, organizational structure of ICD. Also explains the relationship between the ICS, and the national incident management system (NIMS).

Educational class/ on the job training #10 GPS theory, and basic maps

GPS theory, and basic setup. Basic data dictionary, design, and data collection. Post processing data, and GIS integration. Navigation and calibration

**SECTION 4  
COMBINED TOTAL BUDGET TABLE**

LINE ITEM	YCC BUDGET	APPLICANT/PARTNER CONTRIBUTION
WAGES/FICA/ MEDICARE/UNEMPLOYMENT	\$126,528.48	\$12,968.37
WORKERS COMPENSATION	\$101.09	\$10.84
EDUCATION/TRAINING	\$0.00	\$5,030.00
SUPPLIES/EQUIPMENT/ MISCELLANEOUS	\$18,474.00	\$32,046.00
<b>TOTAL:</b>	\$145,103.57	\$50,055.21
% of Grant Request in Wages:	87%	

<b>TOTAL VALUE OF YCC PROJECT</b>	
Add the total for the YCC Budget and the total for the Applicant/Partner Contribution	<b>\$195,158.78</b>

### SECTION 4 BUDGET

Section 4 is worth 30 points (*breakdown: 20 points YCC funds, 10 points Applicant/Partner Contribution*)

Section 4 will be used to request funds from the YCC Commission and identify Applicant/Partner Contribution.

*Instructions for filling out the YCC Wages Line Item form Table 1A:* The YCC Commission will reimburse for Corps member and Crew Leader wages including FICA/Medicare and Unemployment costs associated with those wages. The YCC Commission will not reimburse for costs associated with the Applicants/Partners wages. If requesting reimbursement for unemployment costs, you must identify the percentage rate used to calculate the amount, use 11 for 11%, 1.1 for 1.1% etc. **AT LEAST 70% OF THE GRANT REQUEST MUST BE IN CORPS MEMBER WAGES.** (Corps member Wages line item/Total YCC Budget Request)

YCC BUDGETWAGES LINE ITEM (Table 1A)									
Type of YCC Member	# of YCC Members	Wage/Hr	# of Hr/Week	# of Weeks	Gross Wage	FICA/MED 7.65%	UNEMPL Amount	UNEMPL % Rate	Total Wages
Leader	2	\$12.50	40	24	\$24,000.00	\$1,836.00	\$1,200.00	5.00 %	\$27,036.00
Leader	8	\$11.50	40	24	\$88,320.00	\$6,756.48	\$4,416.00	5.00 %	\$99,492.48
				<b>Total</b>	<b>\$112,320.00</b>	<b>\$8,592.48</b>	<b>\$5,616.00</b>		<b>\$126,528.48</b>

### WORKERS COMPENSATION LINE ITEM

*Instructions for filling out the YCC Budget Workers Compensation Line Item Table 2A:* The YCC Commission will reimburse the Applicant for Workers Compensation costs associated with the Corps members' wages. The Workers Compensation percentage rate is obtained from the Applicant's insurance company. Enter the percentage rate into the appropriate box, use 11 for 11%, 1.1 for 1.1% etc. The system will automatically calculate the amount.

YCC BUDGETWORKERS COMPENSATION LINE ITEM (Table 2A) <i>Percentage rates are obtained from the Applicant's Insurance Company</i>		
Gross Wage	Workers Compensation Percentage Rate?	Total Workers Compensation
\$112,320.00	0.09%	\$101.09

### EDUCATIONAL CLASS/ON-THE-JOB TRAINING LINE ITEM

*Instructions for filling out the YCC Budget Education Class/On-the-Job Training Line Item Table 3A:* The YCC Commission will reimburse for trainers' salaries, educational supplies, entrance fees for museums, class room training, GED classes, certain college credit hours, and other costs associated with education and training.

YCC BUDGETEDUCATIONAL CLASS/ON-THE-JOB TRAINING (Table 3A)				
Identify Class; Job Training Item to Purchase (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), class, box, etc.	# of Unit i.e. number of hours, items, boxes, etc.	Cost per Unit (i.e. \$20 per hour for trainer's salary including benefits; \$12 per workbook)	Total for Education/On-the-Job Training
				<b>Total: \$0.00</b>

## SUPPLIES/EQUIPMENT/MISCELLANEOUS LINE ITEM

*Instructions for filling out the YCC Budget Supplies/Equipment/Miscellaneous Line Item Table 4A: The YCC Commission will not approve purchases of capital outlay items such as vehicles, trailers, computers, and storage sheds. The YCC Commission will not approve purchases of fixed assets (tools/equipment) over \$500. The YCC Commission will reimburse for transportation costs. Mileage is reimbursed at \$0.45 per mile.*

<b>YCC BUDGET SUPPLIES/EQUIPMENT/MISCELLANEOUS (Table 4A)</b>				
Identify Item to be Provided i.e. administrative costs, general liability, hand tools, power saws, mileage, etc. (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), box, etc.	# of Units i.e. # of hours, items, etc.	Cost/Unit (i.e. \$65 per steel toe boot, etc.)	Total for this Purchase
PPE Nomex Shrit	each	20	\$100.00	\$2,000.00
PPE Nomex Pants	each	20	\$170.00	\$3,400.00
PPE Leather Gloves	each	40	\$10.00	\$400.00
IA Packs	each	2	\$310.00	\$620.00
PPE Helmets	each	5	\$50.00	\$250.00
PPE Headlamp	each	5	\$70.00	\$350.00
Pen Pouches	each	10	\$9.50	\$95.00
Wildland Boots	each	10	\$65.00	\$650.00
Safety Glasses	each	30	\$10.00	\$300.00
Chain Saw Stihl 261	each	1	\$500.00	\$500.00
CMC Rescue Harness	each	6	\$350.00	\$2,100.00
CMC Steel Carbineer	each	20	\$34.00	\$680.00
CMC Double Pulley	each	4	\$120.00	\$480.00
1/2" 300' Rope lifeline	each	3	\$440.00	\$1,320.00
Rope Bag	each	3	\$80.00	\$240.00
Short Prusik	each	20	\$16.00	\$320.00
O-Ring	each	2	\$13.00	\$26.00
Long Prusik	each	20	\$16.00	\$320.00
PMP Pulley	each	6	\$110.00	\$660.00
Winter FRI cotton Jacket	each	10	\$65.00	\$650.00
Edge Protectors	each	4	\$125.00	\$500.00
Webbing red	per FT	300	\$0.50	\$150.00
Webbing green	per FT	300	\$0.50	\$150.00
Webbing Blue	per FT	300	\$0.50	\$150.00
Winter Gloves	each	10	\$30.00	\$300.00
CMC Aztec kit	e	3	\$420.00	\$1,260.00
8mm Load reliever cord	per FT	300	\$0.75	\$225.00
CMC Organizer Bag	each	3	\$126.00	\$378.00
<b>Total:</b>				<b>\$18,474.00</b>

# APPLICANT/PARTNER CONTRIBUTION

APPLICANT/PARTNER CONTRIBUTION WAGES LINE ITEM (Table 1B)									
Identify position the individual will fill during the YCC Project and name of the organization that employs the individual (Maximum of 80 characters)	# of Participants	Wage/Hr	# of Hr/Week	# of Weeks	Gross Wage	FICA/MED 7.65%	UNEMPL Amount	UNEMPL % Rate	Total
Corordinator	1	\$25.00	15	24	\$9,000.00	\$688.50	\$4.50	0.05 %	\$9,693.00
SFCFD Lead	1	\$17.01	40	3	\$2,041.20	\$156.15	\$1.02	0.05 %	\$2,198.37
SFCFD Wildland Captain	1	\$25.00	40	1	\$1,000.00	\$76.50	\$0.50	0.05 %	\$1,077.00
<b>Total</b>					<b>\$12,041.20</b>	<b>\$921.15</b>	<b>\$6.02</b>		<b>\$12,968.37</b>

Certification Statement Forms Offeror/Partner Costs Wages Line Item		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost-Wages Line Item.		
Signature of Official Representative: <i>[Signature]</i>	Title: <i>Fire Chief</i>	Date: <i>8.6.15</i>

APPLICANT/PARTNER CONTRIBUTION WORKERS COMPENSATION LINE ITEM (Table 2B) Percentage rates are obtained from the Applicant's Insurance Company		
Gross Wage	Workers Compensation Percentage Rate?	Total
\$12,041.20	0.09%	\$10.84

Certification Statement Forms Offeror/Partner Costs Wages Line Item		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost-Workers Compensation Line Item.		
Signature of Official Representative: <i>[Signature]</i>	Title: <i>Fire Chief</i>	Date: <i>8.6.15</i>

**APPLICANT/PARTNER CONTRIBUTIONED EDUCATIONAL CLASS/ON-THE-JOB TRAINING**  
(Table 3B)

Identify Class; Job Training Item to be Provide (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), class, box, etc.	# of Unit i.e. number of hours, items, boxes, etc.	Cost per Unit (i.e. \$20 per hour for trainer's salary including benefits; \$12 per workbook)	Total for this service/equipment/supplies
Books supplies, and Certs	set	10	\$35.00	\$350.00
S-130 Instructional	Hour	32	\$35.00	\$1,120.00
IS-700 Instructional	Hour	4	\$35.00	\$140.00
I-100 Instructional	Hour	2	\$35.00	\$70.00
L-180 Instructional	Hour	16	\$35.00	\$560.00
A&O Ropes Instructional	Hour	16	\$35.00	\$560.00
CEVO III Instructional	Hour	6	\$35.00	\$210.00
CEVO Books and Certs	set	10	\$20.00	\$200.00
S-212 Instructional	Hour	40	\$35.00	\$1,400.00
S-190 Instructional	Hour	10	\$35.00	\$350.00
CPR Instructional	Hour	2	\$35.00	\$70.00

**Total: \$5,030.00**

<b>Certification Statement Form Offeror/Partner, Costs Education/Training Line Item</b>		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost-Education/Training Line Item.		
Signature of Official Representative: <i>[Signature]</i>	Title: <i>Fire Chief</i>	Date: <i>8.6.15</i>

**APPLICANT/PARTNER CONTRIBUTIONS SUPPLIES/EQUIPMENT/MISCELLANEOUS**

**(Table 4B)**

Identify Item to be Provided i.e. administrative costs, general liability, hand tools, power saws, mileage, etc. (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), box, etc.	# of Units i.e. # of hours, items, etc.	Cost/Unit (i.e. \$65 per steel toe boot)	Total for this Purchase
Chain Saws	each	2	\$500.00	\$1,000.00
Fuel Chipper and truck	Gals	1800	\$3.82	\$6,876.00
Hand Tools	each	10	\$50.00	\$500.00
Brush Chipper	Day	65	\$150.00	\$9,750.00
Type 6 Brush truck	Day	96	\$50.00	\$4,800.00
Saw Truck	Day	96	\$45.00	\$4,320.00
Crew Truck	Day	96	\$45.00	\$4,320.00
SFCFD T-shirts	each	30	\$16.00	\$480.00
<b>Total:</b>				<b>\$32,046.00</b>

Certification Statement For ms Offeror/Partner Costs Supplies/Equipment/Misc. Line Item		
Name of Person or Organization:		
By signing this form, I/we will provide the services identified in the Offeror/Partner Cost- Supplies/Equipment/Misc. Line Item		
Signature of Official Representative:	Title:	Date:
<i>[Handwritten Signature]</i>	Fire Chief	8-6-15

*Michael Steven Feulner*  
*30 Ryan Road*  
*Edgewood, NM 87015*  
*Home: (505) 281-1894*  
*Cell: (505) 975-2262*

**Education:**

- 2009-Present **Santa Fe County Fire Department**  
First Aid/CPR, Firefighter I, CEVO-III, Fire Officer I, Wildland Engine Boss (NWCG), IC Type 4 Incident Commander (trainee),  
Volunteer Fire Academy: IFSAC Firefighter I, IFSAC HAZMAT Awareness and Operations, IFSTA Fire instructor I, IFSAC Rope Rescue Tech., UTV Instructor NM Game and Fish
- 2007-Present **FEMA Courses**  
IS-100, IS-00022, IS-00200, IS-00301, IS-00700, IS-00800, WMD/Terrorism Awareness for Emergency Responders, NFA Command and Control
- 2007-Present **National Wildfire Coordinating Group (NWCG) Courses:**  
S-130/190, I-100, L-180, S-131, S-133, S-200, S-211, S-212, S-215, S-230, S-231, S-234, S-260, S-270, S-290
- 1988-1992 **California Apprenticeship Council**  
Journeyman, Tool and Die
- 1978-1982 **Fountain Valley High School**

**Military Service:**

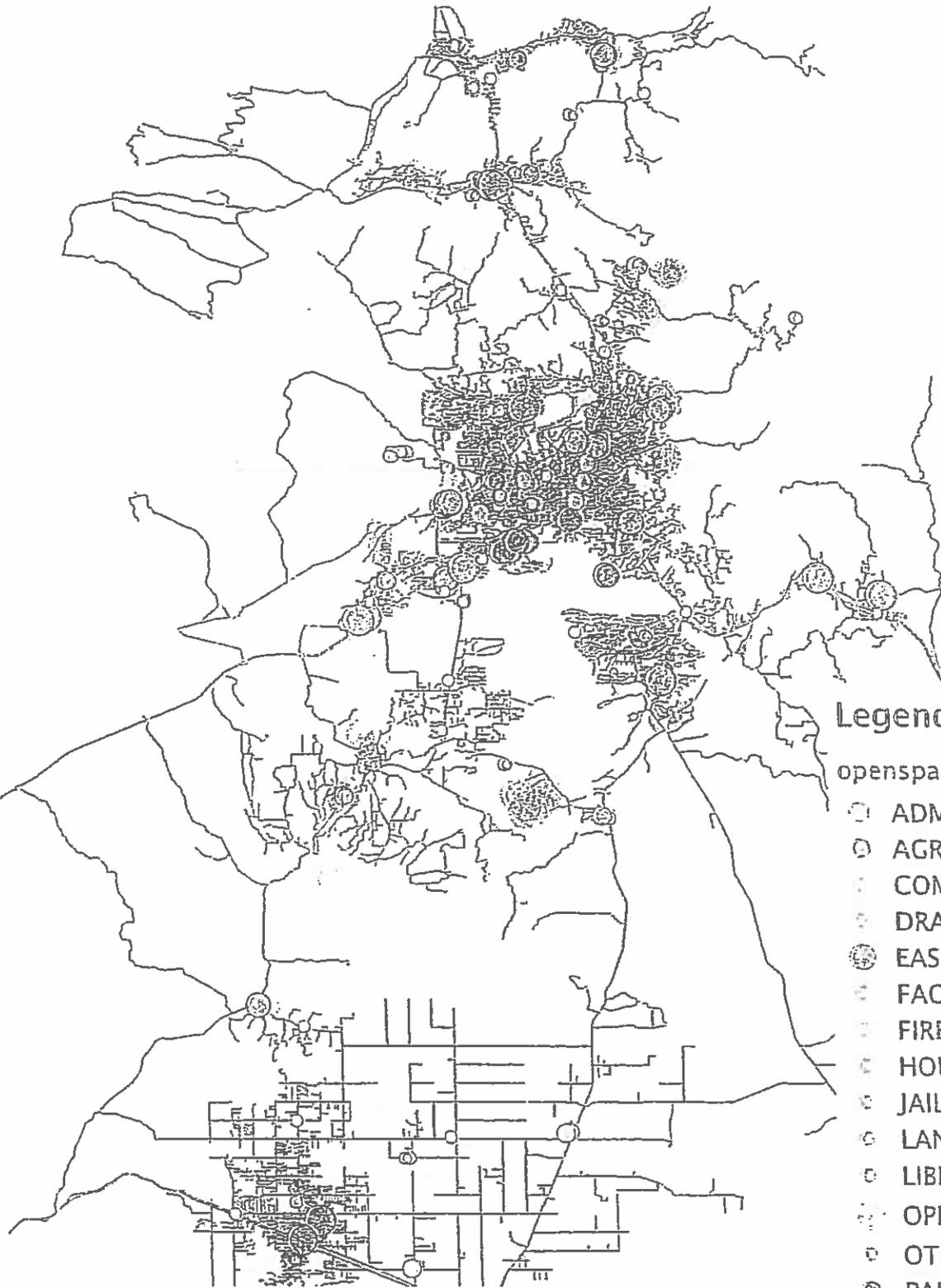
- 1986-1990 **Army National Guard (Honorable Discharge May 1990)**  
UH-1 Helicopter Repair/ Crew Chief

**Volunteer Activities:**

- 2006-Present **Edgewood Fire District: Assistant Chief (2011-2012), Lieutenant (2009-2010)**  
Firefighter, Wildland Coordinator, Training Committee Chairperson

**Employment:**

- 2009-Present **Santa Fe County Fire Department, Fire Captain, Wildland Division,**  
Wildland firefighter, fuel reduction project implementation, wildland fire training instructor, fire prevention specialist, and 2011 YCC hand crew team leader
- 2000-Present **Mountain Creek Services, Owner**  
Multi-disciplined residential and commercial construction services: repair, custom wood-working and finish carpentry
- 2006-2009 **Lone Pine Construction, Superintendent**  
General construction, finish carpentry, framing, siding, roofing, plumbing, concrete, drywall, etc



### Legend

#### openspace\_facilities

- ADMIN
- AGRICULTURE
- COM CENTER
- DRAINAGE
- EASEMENT
- FACILITY
- FIRE ST
- HOUSING
- JAIL
- LANDFILL
- LIBRARY
- OPEN SPACE
- OTHER
- PARK
- RIGHT OF WAY
- SEN CENTER
- STORAGE
- TRAIL
- TRANS ST
- VACANT LAND
- Roads

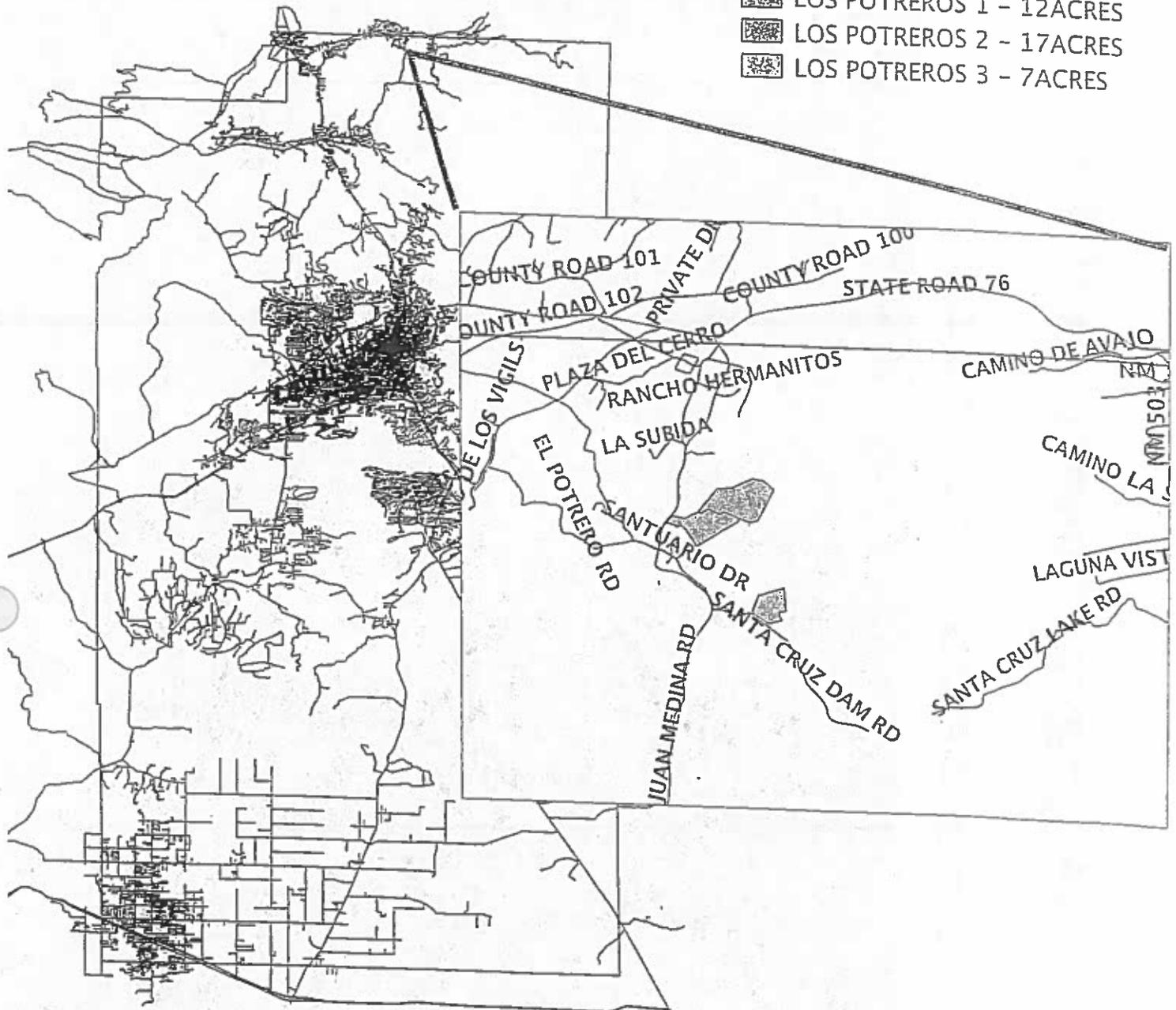
# LOS POTREROS

SANTA CRUZ DAM RD & JUAN MEDINA RD

## Legend

YCC

-  LOS POTREROS 1 - 12ACRES
-  LOS POTREROS 2 - 17ACRES
-  LOS POTREROS 3 - 7ACRES





Google earth

feet  
km 1 4000

ARROYO HONDO TRAIL, PROJECT 2



**ATTACHMENT 2**

REQUEST FOR REIMBURSEMENT/YOUTH CONSERVATION CORPS				
Sponsor Information		Phone Number	xxx-xxx-xxxx	Report # 1
Contractor Name		Contract No	xxxxxx00000	Start Date of this Reporting Period
Contractor Address				End Date of this Reporting Period
City, State Zipcode				% to wages (Expended wages vs. total expended) #DIV/0!
INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE BOTTOM OF THE PAGE				
ITEMS IN BUDGET	YCC BUDGET (Original)	YCC REIMBURSEMENTS	CURRENT REQUESTS	BUDGET BALANCE
Wages/FICA/Unemployment	\$			\$
Workers Compensation	\$			\$
Training/Education	\$			\$
Supplies/Equipment/Miscellaneous	\$			\$
TOTAL	\$			\$

**CERTIFICATION**  
 I certify that this is an original and that all expenditures and information reported herein are true and correct, appropriate for purposes in accordance with the terms and conditions and other applicable rules and regulations of the Youth Conservation Corps, and that payment for services on the current request have not been received.

Name (Please Type) \_\_\_\_\_ Signature \_\_\_\_\_  
 Title (Please Type) \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: This Form must accompany all Reimbursement Requests.

**NOTATIONS:**

- 1 Reports should be numbered consecutively starting with #1
- 2 The cost categories must match the budget stated in the project agreement document. If changes are necessary, a revised budget must be approved by the YCC Commission.
- 3 Year-to-Date reimbursements should match the previous request's cumulative reimbursement amount.
- 4 Expenditures must be itemized, identified and generally will have been approved in the project applications and the project agreement document.
- 5 Sponsor must submit all supporting documentation and project status report must accompany reimbursement requests.
- 6 Budget balance must take into account the approved budget less current request and less all previously approved payments.
- 7 Nothing should be put in the "Adjusted Budget" column unless YCC staff has approved a budget adjustment request.

**ATTACHMENT 3**

IN-KIND SPONSOR MATCH FORM/YOUTH CONSERVATION CORPS				
Sponsor Information		Phone Number	xxx-xxx-xxxx	Report # 1
Contractor Name		Contract No	xxxxxx00000	Start Date of this Reporting Period
Contractor Address				End Date of this Reporting Period
City, State Zipcode				% match (expended vs. budgeted) #DIV/0!
INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE BOTTOM OF THE PAGE.				
ITEMS IN BUDGET	YCC BUDGET (Original)	YCC REIMBURSEMENTS	CURRENT REQUESTS	BUDGET BALANCE
Wages/FICA/Unemployment	\$			\$
Workers Compensation	\$			\$
Training/Education	\$			\$
Supplies/Equipment/Miscellaneous	\$			\$
TOTAL	\$			\$

**CERTIFICATION**  
 I certify that this is an original and that all expenditures and information reported herein are true and correct, appropriate for purposes in accordance with the terms and conditions and other applicable rules and regulations of the Youth Conservation Corps.

Name (Please Type) \_\_\_\_\_ Signature \_\_\_\_\_  
 Title (Please Type) \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: This Form must accompany all Reimbursement Requests.

**NOTATIONS:**

- 1 Reports should be numbered consecutively starting with #1
  - 2 The cost categories must match the budget stated in the project agreement document. If changes are necessary, a revised budget must be approved by the YCC Commission.
  - 3 Year-to-Date reimbursements should match the previous request's cumulative reimbursement amount.
  - 4 Expenditures must be itemized, identified and generally will have been approved in the project applications and the project agreement document.
  - 5 Sponsor must submit all supporting documentation and project status report must accompany reimbursement requests.
  - 6 Budget balance must take into account the approved budget less current request and less all previously approved payments.
  - 7 Nothing should be put in the "Adjusted Budget" column unless YCC staff has approved a budget adjustment request.
- Have you included Attachment 2, time sheets (proof of payment), invoices (P.O. #'s if applicable & proof of payment), and a Project Status Report? If this is a FINAL, also include the Final Project Report, Corps member surveys and work performance evaluations.





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Attachment 6  
Project Status Report

New Mexico Youth Conservation Corps

Project Details

Project Status

Add a Status Report

Report Details

Start Date

End Date

Name

Title


Identify the person submitting this status report. \*Please enter the submitters name  
Enter Title of person submitting report

Project Start Plan

Discuss project actions, milestones, problems encountered, and/or variations which have occurred

Work Description

Corps Members

Hours Paid

Education


Total members working for this reporting period  
Total number of hours paid to Corps members in this reporting period

Discuss Corps members educational activities occurring during the reporting period

Training Description

Training Sessions

Training Hours


\*Please enter the number of training sessions provided during this reporting period

Open Items

Discuss any project items you feel are important in this actual reporting period

Item Description

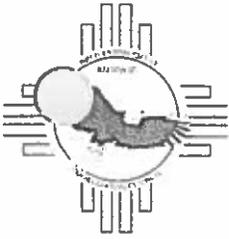
Submit/Print


11/11/11









# REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico

P. O. Box 23118  
Santa Fe, NM 87502  
(505) 471-1715 or (800) 662-6660

## BOARD OF DIRECTORS

Major Tim Johnson  
Chairman  
NM State Police  
Division

Jennifer Padgett  
Vice-Chairman  
First Judicial District  
Attorney

Sheriff Robert A. Garcia  
Secretary-Treasurer  
Santa Fe County  
Sheriff's Department

## MEMORANDUM

DATE: August 11, 2016

TO: The Board of County Commissioners  
Santa Fe County, Santa Fe, New Mexico

CC: Katherine Miller, County Manager

FROM: Carole Jaramillo, Finance Division Director 

VIA: Robert A. Garcia, Sheriff   
Santa Fe County Sheriff's Office

RE: Resolution No. 2016 - \_\_\_\_, A Resolution Requesting a Budget Increase To the Federal Forfeiture Fund (225) to Budget Cash Carryover / \$5,000.00 (Finance/Carole Jaramillo)

## BACKGROUND:

Region III Task Force is requesting approval of a Resolution through the Board of County Commissioners for a budget increase to the Federal Forfeiture Fund (225).

## ISSUE:

The increase to the Federal Forfeiture Fund which is awarded through the Equitable Sharing Program will be used for overtime for assigned agents.

## RECOMMENDATION:

Region III is requesting approval of a budget increase to the Federal Forfeiture Fund (225) in the amount of \$5,000.00. Your consideration will be greatly appreciated.

CJ/dml



**SANTA FE COUNTY**  
RESOLUTION 2016 - \_\_\_\_\_

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on Sept. 13, 2016, did request the following budget adjustment:

Department / Division: Sheriff's Office / Region III Fund Name: Equitable Sharing Account Federal Forfeitures (225)

Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
225	1205	385	0300	Budgeted Cash	5,000.00	
TOTAL (if SUBTOTAL, check here )					5,000.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
225	1205	425	50.03	Contractual / Overtime	5,000.00	
TOTAL (if SUBTOTAL, check here )					5000.00	

Requesting Department Approval: [Signature] Title: Sheriff Date: 8-15-16  
 Finance Department Approval: [Signature] Date: 8/26/16 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**  
**RESOLUTION 2016 -- \_\_\_\_\_**

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

DEPARTMENT CONTACT: Name: Lt. Scott McFaul, Program Manager Dep./Div: Sheriff's Office / Region III Phone No.: 473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This Resolution is requesting to increase the Program Income Cost Center 225-1205 for cash carryover from the previous fiscal year which will be utilized for overtime for assigned agents.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
50.03	Increase - Contractual / Overtime	5,000.00

- 2) Is the budget action for RECURRING expense X or for NON-RECURRING (one-time only) expense \_\_\_\_\_

SANTA FE COUNTY

RESOLUTION 2016 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Lt. Scott McFaul, Program \_\_\_\_\_ Dep./Div: Sheriff's Office / Region III \_\_\_\_\_ Phone No.: 473-7021 \_\_\_\_\_

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy. Cost Center 225-1205 is supported through the Federal Equitable Sharing Program, Region III has been participating in since 2001.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.  
There are no other funding sources to match this request.

SANTA FE COUNTY  
RESOLUTION 2016 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 13<sup>th</sup> Day of September, 2016.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Miguel M. Chavez, Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk





Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director *CJ*

Through: Katherine Miller, County Manager

Date: August 23, 2016

Re: Resolution No. 2016 - \_\_\_\_, A Resolution Requesting A Budget Transfer from the General Fund (101) to The Corrections Operations Fund (247) for Additional Funding for Medical Malpractice Insurance / \$134,000. (Finance Division / Carole Jaramillo)

### ISSUE:

The Finance Division is seeking approval for an operating transfer from the General Fund (101) to the Corrections Operations Fund (247) / Medical Services division for additional funding needed for medical malpractice insurance.

### BACKGROUND:

For FY 2017 the budget for medical malpractice insurance was estimated based on the actual cost for FY 2016 plus a 25% increase. However; the actual cost for FY 2017 was significantly higher due to an increase in claims. The adult detention center experienced an increase in claims which affected the loss/run ratios resulting in an increased premium.

### RECOMMENDATION:

The Finance Division recommends approval of a budget transfer from the General Fund (101) to the Corrections Operations Fund (247) in the amount of \$134,000.



# SANTA CRUZ COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on September 13, 2016, did request the following budget adjustment:

Department / Division: Corrections / Medical Services Fund Name: General Fund (101) and Corrections Operations Fund (247)

Budget Adjustment Type: Transfer Between Funds Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

**BUDGETED REVENUES: (use continuation sheet, if necessary)**

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
247	1863	390	0101	Operating Transfer In / From Fund 101	\$134,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$134,000</b>	

**BUDGETED EXPENDITURES: (use continuation sheet, if necessary)**

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0000	490	0247	Operating Transfer Out / To Fund 247 Insurance & Deductibles / Auto Insurance Deduct. Insurance & Deductibles / Malpractice Insurance	\$134,000	
101	0303	412	7513		\$134,000	\$134,000
247	1863	426	7510		\$134,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$268,000</b>	<b>\$134,000</b>

Requesting Department Approval: Mark Johnson Title: Risk Manager Date: 8/26/16  
 Finance Department Approval: Don Magy Date: 8/24/16 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature)*  
8/26/16

# SANTA FE COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Don Moya Dept/Div: CMO / Finance Phone No.: 986-6321

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):**

- 1) Please summarize the request and its purpose.  
Request is to transfer \$134,000 from the General Fund set-aside budget to the Corrections / Medical Services division for additional funding needed for the medical malpractice insurance. The actual premium cost for medical malpractice insurance was higher than the estimated budget for FY 2017.

**a) Employee Actions**

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

**b) Professional Services (50-xx) and Capital Category (80-xx) detail:**

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense  or for NON-RECURRING (one-time only) expense \_\_\_\_\_

SANTA COUNTY  
RESOLUTION 2016 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Don Moya Dept/Div: CMO / Finance Phone No.: 986-6321

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.  
There are no other funding sources to match this request.

SANTA FE COUNTY

RESOLUTION 2016 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 13th Day of September, 2016.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Miguel M. Chavez, Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk





Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director

CT  
/  
rhw

Through: Katherine Miller, County Manager

Date: August 23, 2016

Re: **Resolution No. 2016 - \_\_\_\_, a Resolution Requesting a Budget Increase to the Emergency Communications Operations Fund (245) for the Procurement of Consultant Services for the Development and Selection of the Public Safety Land Mobile Radio (PSLMR) System for Santa Fe County and the City of Santa Fe / \$200,000 (Finance Division / Carole Jaramillo)**

### ISSUE:

The Finance Division is seeking approval for a budget increase of \$200,000 to the Emergency Communications Operations Fund (245) to facilitate the procurement of consultant services for the development and selection of the Public Safety Land Mobile Radio (PSLMR) System for Santa Fe County and the City of Santa Fe. The consultant will evaluate the current system and make recommendations to upgrade the system to meet FCC requirements. The City of Santa Fe will pledge its portion (\$100,000) through a Memorandum of Agreement. Final approval of the Memorandum of Agreement with the City of Santa Fe is pending.

### BACKGROUND:

In 2001, an agreement was entered into to define the terms and conditions for operating, administering and maintaining a joint enhanced 911 Regional Emergency Communications Center to provide for the emergency communication needs of the public safety agencies of the City of Santa Fe, Santa Fe County and the Town of Edgewood. Concurrent with this effort is a mandate by the Federal Communications Commission to provide improved signal reception in rural areas and increase the availability of the radio spectrum and interoperability.

Santa Fe County and the City of Santa Fe have initiated a collaborative project to update and modernize their Public Safety Land Mobile Radio (PSLMR) System. Santa Fe County issued Request

for Proposals (RFP) No. 2016-0239-RECC/KE to procure the professional services of a qualified consultant with expertise to assist the Parties with the PSLMR project.

The Parties have agreed to equally share the cost for the consultant services under the professional services agreement between the County and the consultant. Final approval of the Memorandum of Agreement with the City of Santa Fe is pending.

## **DUTIES OF THE PARTIES**

### **A. The County shall:**

1. Award a professional services agreement to the selected consultant (the Consultant) for RFP No. 2016-0239-RECC/KE and administer the professional services agreement between the County and the Consultant.
2. Designate an individual to serve as the County's liaison to work collaboratively with the City in the County's administration and oversight of the Consultant's performance of the Scope of Services under the professional services agreement.
3. Provide \$100,000.00 to compensate the Consultant for services provided in FY 2016 under the professional services agreement.

### **B. The City shall:**

1. Designate an individual to serve as the City's liaison to work collaboratively with the County in the County's administration and oversight of the Consultant's performance of the Scope of Services under the professional services agreement.
2. Provide \$100,000.00 in funding to the County to compensate the Consultant for services provided in FY 2016 under the professional services agreement between the County and the Consultant.

## **RECOMMENDATION:**

The Finance Division recommends approval of a budget increase of \$200,000 to the Emergency Communications Operations Fund (245).

RESOLUTION 2016 - \_\_\_\_\_

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on September 13, 2016, did request the following budget adjustment:

Department / Division: Public Safety / RECC Fund Name: Emergency Communications Operations Fund (245)

Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
245	2101	380	0101	Joint Powers Agreement / City of Santa Fe	\$100,000	
245	0000	385	0200	Budgeted Cash	\$100,000	
TOTAL (if SUBTOTAL, check here )					\$200,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
245	2101	428	5003	Services - Contractual/Professional	\$200,000	
TOTAL (if SUBTOTAL, check here )					\$200,000	

Requesting Department Approval: Ken Martinez Title: RECC Director / Public Safety Dept. Date: 8-30-16  
 Finance Department Approval: Don Mays Date: 8/30/16 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

RESOLUTION 2016 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Don Moya Dept/Div: CMO / Finance Phone No.: 986-6321

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

The Finance Division is seeking approval for a budget increase of \$200 to the Emergency Communications Operations Fund (245) to facilitate the purchase of consultant services for the development and selection of The Public Safety Mobile Land Radio System for Santa Fe County and the City of Santa Fe. The consultant will evaluate the current system and make recommendations to upgrade the system to meet FCC requirements. The City of Santa Fe will pledge its portion (\$100,000) through a Memorandum of Agreement. Final approval of the Memorandum of Agreement with the City of Santa Fe is pending.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense  X \_\_\_\_\_

SANTA FE COUNTY

RESOLUTION 2016 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Ken Martinez Dept/Div: Public Safety/RECC Phone No.: 992-3096

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.  
There are no other funding sources to match this request.

RESOLUTION 2016 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 13th Day of September, 2016.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Miguel M. Chavez, Chairperson

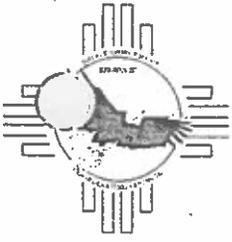
ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk









# REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico

P. O. Box 23118  
Santa Fe, NM 87502  
(505) 471-1715 or (800) 662-6660

## BOARD OF DIRECTORS

Major Tim Johnson  
Chairman  
NM State Police

Jennifer Padgett  
Vice-Chairman  
First Judicial District  
Attorney

Sheriff Robert Garcia  
Secretary-Treasurer  
Santa Fe County  
Sheriff's Department

## MEMORANDUM

DATE: August 8, 2016

TO: The Board of County Commissioners  
Santa Fe County

Cc: Katherine Miller, County Manager 

FROM: Carole Jaramillo, Finance Division Director  
Lieutenant Scott McFaul, Operations Commander ✓  
Region III Drug Enforcement Task Force

VIA: Sheriff Robert Garcia   
Santa Fe County Sheriff's Office

RE: Resolution No. 2016 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Law Enforcement Operations Fund (246) to Budget Extension Funding Awarded Through the HIDTA Grant Program / \$5,659.71. (Finance/Carole Jaramillo)

### BACK ROUND:

Region III Task Force is requesting approval of a Resolution through the Board of County Commissioners for a budget increase to the HIDTA Grant Fund (246-1208-425).

### ISSUE:

The increase to the HIDTA Grant Fund, which is awarded through HIDTA as extension funding, will be used on overtime for assigned agents and small building repairs in our office.

### RECOMMENDATION:

Region III is requesting approval of the budget increase to the Law Enforcement Operations Fund (246) in the amount of \$5,659.71



# SANTA CRUZ COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on Sept. 13, 2016 did request the following budget adjustment:

Department / Division: Sheriff's Department / Region III Fund Name: Law Enforcement Operations Fund (246)

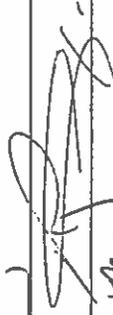
Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1208	372	0600	Federal Grant / Drug Enforcement (IIDTA)	\$5,659.71	
TOTAL (if SUBTOTAL, check here )					\$5,659.71	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1208	425	50-03	Overtime	\$2,697.95	
246	1208	425	40-01	Maintenance Building / Structures	\$2,961.76	
TOTAL (if SUBTOTAL, check here )					\$5,659.71	

Requesting Department Approval:  Title: Sheriff Date: 8-26-16

Finance Department Approval:  Date: 8-26-16 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

DEPARTMENT CONTACT: Name: LT Scott McFaul, Operations Commander Dept/Div: Sheriff / Region III Phone No.: 505-473-7021

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):**

- 1) Please summarize the request and its purpose.

This Resolution is requesting to increase the HIDTA cost-center, through the extension of remaining funds of award G15SN0011A.

- 246-1208 - HIDTA cost center which are funds recently awarded to Region III as extension funds. These monies will be budgeted to support Region III Operations through overtime for agents and small building repairs.

a) Employee Actions: **NONE**

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense XX or for NON-RECURRING (one-time only) expense \_\_\_\_\_

# SANTA CRUZ COUNTY

## RESOLUTION 2016 - \_\_\_\_\_

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

**DEPARTMENT CONTACT:**

Name: LT Scott McFaul, Operations Commander Dept/Div: Sheriff's Office / Region III Phone No.: 505-473-7021

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):**

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

High Intensity Drug Trafficking Award Number: G15SN0011A Extension: \$5,659.71

- c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.  
There are no other funding sources to match this request.

SANTA FE COUNTY  
RESOLUTION 2016 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

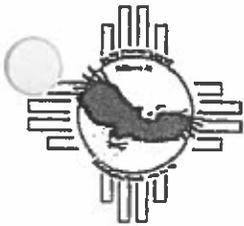
Approved, Adopted, and Passed This 13th Day of September, 2016.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Miguel M. Chavez, Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk



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Secretary-Treasurer  
Santa Fe County Sheriff's  
Department

July 29, 2016

TO: Mark Payne, Regional Director *MP*  
New Mexico HIDTA

Sandra Avalos Russell, Finance Director  
New Mexico HIDTA

THROUGH: Lieutenant Scott McFaul, Operations Commander ✓  
Region III Drug Enforcement Task Force

FROM: Mary Armijo y Clifford, Administrative Assistant *MAC*  
Region III Drug Enforcement Task Force

RE: HIDTA Award #G15SN0011A – Extension Request

We would like to respectfully request an extension on Award #G15SN0011A in the amount of \$5,659.71 which is the combined remaining balance in our Overtime and Services category.

Please see below the break down on how the unspent amount will be used. These funds would be best utilized for NMSP Overtime and Services for maintenance in our office.

<u>Award G15SN0011A</u>	<u>Amount</u>
NMSP Overtime	\$2,697.95
Services / Small Building Repairs	<u>\$2,961.76</u>
Total Amount:	<u>\$5,659.71</u>

If approved, we are requesting an extension until the end of the calendar year. These monies would have to be considered as new funds and approved through Resolution by the Board of Santa Fe County Commissioners at the end of September meeting. This would make the monies available in mid-October.

Your assistance with this request is greatly appreciated. If you have any questions, please feel free to contact me at (505) 473-7036.

*MAC*  
*8/1/16*

OFFICE OF NATIONAL DRUG CONTROL POLICY  
 NEW MEXICO HIDTA REPROGRAMMING  
 FY 2015

Control #  
 Reference #  
 Date: 07/29/10

ONDCP Notification (intra reprogramming)

ONDCP Approval (inter reprogramming)

Initiative: Region III Multi Jurisdictional Task Force		Award # G16SN0011A		Amendment# 5		Award #	
Recipient: Santa Fe County		Initiative:		Amendment#		Award #	
FROM		TO		Prior Budget		Current Budget	
Object Code	Prior Budget	Amend.	Current Budget	Object Code	Prior Budget	Amend.	Current Budget
Personnel	40,459.56	0.01	40,459.57	Personnel	-	-	-
Fringe	24,108.98	0.72	24,109.70	Fringe	-	-	-
Overtime	58,063.00		58,063.00	Overtime	-	-	-
Travel	3,025.00	(100.00)	2,925.00	Travel	-	-	-
Facilities	65,067.68	1,661.67	66,729.25	Facilities	-	-	-
Services	40,024.15	(1,200.41)	38,823.74	Services	-	-	-
Equipment	80,000.00		80,000.00	Equipment	-	-	-
Supplies	15,764.73	(361.99)	15,402.74	Supplies	-	-	-
Other Costs	48,500.00		48,500.00	Other	-	-	-
<b>Total</b>	<b>375,013.00</b>	<b>-</b>	<b>375,013.00</b>	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

**JUSTIFICATION:** What was the original intended purpose of the reprogrammed funds:  
 The Travel category will be reduced as no Admin Travel is anticipated (-\$700.00).  
 The Services category will be reduced with no further expenditures anticipated (-\$1,200.41).  
 The Supplies category will be reduced with no further expenditures anticipated (-\$361.99).

Specific description of how the reprogrammed funds will be expended:

The Personnel category will be increased to cover the shortfall for the FTE salary (+\$0.01).  
 The Fringe category will be increased to cover the shortfall due to the insurance rate premium increase which took effect 07/01/10 (+\$0.72).  
 The Facilities category will be increased to cover the shortfall in that category for payout of RFP 12 (+\$1,661.67).

REQUESTOR SIGNATURE \_\_\_\_\_ DATE 67-29-10

HIDTA DIRECTOR REVIEW \_\_\_\_\_ DATE 8/1/10

ONDCP APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

Lieutenant Scott McFaul, Operations Commander  
 Mark Paying, Regional Director

If intra reprogramming (within an Initiative), please check ONDCP notification box.  
 If inter reprogramming (between Initiative/agency), please check ONDCP approval box.

the SW 11/10  
 810



